



Office of Auxiliary

Auxiliary Administrative
Procedures Course

Student Study Guide

COMDTPUB 16794.61



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STUDY GUIDE

Ref: (a) Auxiliary Manual, COMDTINST M16790.1E

1. PURPOSE. This Publication is intended for use as the student's study guide for the Auxiliary Administrative Procedures Course. It is published for instructional purposes only and is not policy material.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure Auxiliarists, directors of Auxiliary, and any military or civilian Coast Guard members who have Auxiliary involvement shall become thoroughly familiar with this Publication.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The Auxiliary Administrative Procedures Course Student Study Guide should be reviewed in its entirety as it outlines procedures necessary for effective training for volunteers. The publication has been developed extensively by Coast Guard Auxiliary provisions of the Coast Guard Authorization Act of 1996 (Public Law 104-324) and other pertinent changes within the Auxiliary program.

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U.S. COAST GUARD AUXILIARY DEPARTMENT OF TRAINING



AUXILIARY ADMINISTRATIVE PROCEDURES COURSE

STUDENT STUDY GUIDE

COMDTPUB 16794.61

OBJECTIVES

- A. The Auxiliary Administrative Procedures Course (APC) is an overview of the Auxiliary Manual, COMDTINST M16790.1 (series) that will serve as a foundation for the information needed for the elected officers at the flotilla and division levels. The course is designed to be given over four lessons. THE MANUAL is the sole text for the course. The instructor will lead the students in examining those topics that provide the basics of administering the Auxiliary. It is not the intent of this course to have the student memorize the material in this course, nor is it to be a detailed examination of all the topics within THE MANUAL. By the end of the course the student should have a general understanding of the material and where it can be found. However, the student should follow along with the instructor when the topics of THE MANUAL are considered. It should be stressed to the students, that although this is an open book test it would be necessary to become familiar with THE MANUAL in order to complete the examination in the allotted time period.
- B. The instructional outline does not use the same numbering sequence used in THE MANUAL. The sections listed in the accompanying "lesson" listing refer to the sections listed in the Instructor's Guide.
- C. It should also be noted that there is a great degree of overlap between the APC and the Auxiliary Administration (AUXMIN) course. Students and instructors may wish to continue teaching the AUXMIN material after completing the APC material or students may wish to arrange to take both tests after the AUXMIN course has been completed.

TABLE OF CONTENTS

OBJECTIVES	1
LESSON 1	1-1
CHAPTER I - History, Purposes, Administration	1-1
A. Creation & Purposes	
1. 1939 - USCG Reserve	
2. 1941 - renaming USCG Reserves to CG AUX	
3. 1944 - Purpose of AUX	
4. 1996 - CG Authorization Act of 1996	
B. Role of Auxiliary	
C. Customs and Courtesies	
D. CG & Auxiliary Administration	
1. Authority	
2. Role of District Commander	
3. Role of Director of Auxiliary	
E. Auxiliary Administration	
1. Four levels	
2. Auxiliary Leadership and Management Chain	
3. Parallel Staffing	
F. Volunteers and Leadership	
1. Leadership	
2. Management Procedures	
3. Budget	
4. IS & AUXMIS	
CHAPTER II - Auxiliary Missions	1-3
A. "Four Cornerstones"	
1. Evolution to current programs	
B. The Mission Today	
C. Current Programs	
1. Authorized programs	
2. Non-authorized programs	
D. Flotilla Goal Development	
1. Areas	
2. Responsibilities	
3. Administration	
4. Recognition	

LESSON 2	2-1
CHAPTER III – Membership	2-1
A. Eligibility	
1. Enrollment	
2. Categories	
a. Member	
b. Retired	
c. Life	
d. Honorary	
B. Transfers	
C. Administrative Actions (Review Flow Chart)	
CHAPTER IV - Auxiliary Organization Structure	2-3
A. Levels	
1. Flotilla	
a. Charter	
b. Responsibility	
c. Designation	
d. Disestablishment	
e. Flotilla Detachment	
f. Voting Policy	
2. Division	
a. Charter	
b. Responsibility	
c. Designation	
d. Administration	
e. Disestablishment	
f. Voting Policy	
3. Unit Administration	
a. Flotilla Meeting	
b. Division Meeting	
c. District Board	
1. EXCOM	
d. National Board	
1. NEXCOM	
B. Elections	
1. Officers in Vice Capacity	
2. Eligibility	
C. Staff Officers	
1. Responsibility	
2. Appointment	

LESSON 3	3-1
CHAPTER V - Regulations and Policy	3-2
A. Public Law Excerpts	
1. 639	
2. 821 - 823	
3. 826 - 829	
4. 831	
B. Public and Political Affairs	
C. Privacy and Freedom of Information	
D. Official Mail	
E. Solicitation and Donations	
F. Official Emblem and Official Seal	
G. Assignment to Duty	
1. Travel	
H. Public Education Courses	
1. Cost	
2. Physically Challenged Students	
CHAPTER VI - Support and Basic Materials	3-5
A. General Background	
1. CG Support	
a. Facilities	
b. Equipment	
c. Personnel	
2. ANSC	
3. AUXCEN	
4. Course Materials	
CHAPTER VII - Human Resources	3-5
A. Civil Rights	
B. Responsibility	
1. Procedures	
C. Sexual Harassment	
1. Responsibilities	
2. Procedures	

LESSON 4	4-1
CHAPTER VIII - MT & Qualifications.....	4-1
A. Introduction, Authority and Training	
B. Initial Qualifications	
1. NM Status	
C. Qualifications	
1. IT & MI Programs	
2. Boat Crew Program	
3. Air Operations Program	
4. Marine Dealer Visitor	
5. Vessel Examiner	
6. Other Operational Programs	
a. Communications Watchstander	
b. ATON Verifier	
c. Commercial Fishing Vessel Examiner	
d. CG Crew Augmentation	
D. Advance Training	
1. Specialty Courses	
2. National "C" Schools	
3. CG Courses	
CHAPTER IX - Reimbursement of Auxiliarists	4-2
A. Orders (Types)	
1. Reimbursement Guidelines	
a. Electronic Funds Transfer	
CHAPTER X – Uniforms	4-3
A. When they are Required	
1. Authority	
2. Description	
B. Standards	
C. Components	
D. Accessories	
CHAPTER XI - Auxiliary Member Recognition	4-4
A. Awards	
1. Auxiliary Awards	
2. Coast Guard Awards	
3. Non-military Awards	
B. Recommendation Process	
C. Order of Precedence	

LESSON 1 All answers are from the Auxiliary Manual, COMTDINST M16790.1E.

CHAPTER 1

1. Congress renamed the U. S. Coast Guard Reserve as the Coast Guard Auxiliary in
 - a. 1939
 - b. 1941
 - c. 1944
 - d. 1996
2. The United States Coast Guard Reserve was established by Congress in _____ and was composed of unpaid, volunteer United States citizens who owned motorboats and yachts.
3. What were the two purposes of the Coast Guard Auxiliary as established in the Act of 1944?
4. The Coast Guard Authorization Act of 1996:
 - a. allows the Commandant of the Coast Guard to define the duties of the Auxiliary.
 - b. considers each Auxiliary unit and element an U.S. instrumentality for certain matters of civil liability.
 - c. considers Auxiliary vessels, when assigned to duty, as public vessels of the U.S. and as C.G. vessels.
 - d. All of the above.
5. Although an element of the Coast Guard, the Auxiliary is declared by statute to be _____. The Auxiliary's role (DOES/DOES NOT) extend to law enforcement.
6. Which of the following does not require a salute by an uniformed Auxiliarist?
 - a. a salute initiated by Armed Forces officers
 - b. a salute initiated by NOAA members
 - c. the National Ensign passing in parade
 - d. the District or National Commodore
7. What is the saluting protocol for the Pledge of Allegiance?
8. What is the protocol for the posting of the colors when indoors and in uniform?
9. What gives the Commandant the authority to administer the Coast Guard Auxiliary?
10. The senior Coast Guard officer in a Coast Guard district who is the direct representative for administering the Commandant's policies is the:
 - a. District Commander (d)
 - b. District Commodore (DCO)
 - c. District Chief of Staff (dcs)
 - d. Director of Auxiliary (oax)

11. It is the responsibility of the Director of Auxiliary (oax) to:
 - a. conduct all District Board meetings.
 - b. determine the lesson plans for all public education courses
 - c. develop District policy procedure with the DCO and EXCOM
 - d. determine the dues of Auxiliary units
12. The chain of leadership and management is a communication process designed for (ELECTED OFFICERS/STAFF OFFICERS).
13. Give an example of the use of the chain a member would use to contact the Director of Auxiliary about an error about the member's qualifications?
14. Give an example of how an operations policy would be distributed using parallel staffing?
15. Parallel staffing is a communication process designed for (ELECTED OFFICERS/STAFF OFFICERS).
16. The elected officer of an Auxiliary unit:
 - a. must employ motivational techniques to attain objectives
 - b. is still a civilian volunteer without command authority
 - c. uses collective effort for group achievement
 - d. all of the above
17. The most effective and rewarding use of Auxiliary Staff officers is to :
 - a. tell them exactly what you want done
 - b. delegate authority and consult with them on their progress
 - c. let the staff create plans and policies on their own
 - d. all of the above
18. Which of the following is important for unit meetings?
 - a. written agenda of the meeting's business
 - b. standard meeting time and place
 - c. wearing of appropriate uniforms or uniform options by all members
 - d. all of the above
19. What is AUXMIS?

CHAPTER 2

1. What were the original "four cornerstones" of the Auxiliary?
2. What activities are included in Member Services?
3. What activities are included in Recreational Boating Safety?
4. What activities are included in Coast Guard and State Support?
5. Which of the following programs is **NOT** authorized for Auxiliary sponsorship?
 - a. administrative support of the Coast Guard
 - b. bridge administration
 - c. Sea Explorers
 - d. Port safety and security
6. An Auxiliary unit may support Boy/Girl Scout groups when approved by the Commandant. (TRUE/FALSE).
7. Naval Sea Cadets may not be given public education courses taught by the Auxiliary. (TRUE/FALSE).
8. Who is responsible for establishing the initial flotilla goals for each calendar year?
 - a. FC
 - b. DCP
 - c. DCO
 - d. NACO
9. Upon establishing the flotilla goals, the goals are then sent directly to _____.
10. How many hours of activity are needed for the Sustained Auxiliary Service Award?
 - a. 100 service hours
 - b. 750 service hours
 - c. 4 hours as lead instructor
 - d. 8 operational hours

LESSON 2

CHAPTER 3

1. The minimum requirement for Auxiliary membership is to be a U.S. citizen and least _____ years of age or older.
 - a. 16
 - b. 17
 - c. 21
 - d. 25
2. Upon completion of training, Auxiliary membership is approved by:
 - a. FSO-MT
 - b. FC
 - c. DCO
 - d. Director of Auxiliary
3. Membership entitles Auxiliarists to all of the following EXCEPT:
 - a. use of Dept. of Defense exchanges for all goods and services except alcohol and tobacco
 - b. voting on any flotilla matter
 - c. eligibility to receive Coast Guard orders
 - d. authority to use government vehicles to perform official business
4. Retired status (is/is not) a membership category.
5. Which of the following is most correct about a member with retired status?
 - a. may wear uniform with insignia of highest rank
 - b. may fly the Auxiliary ensign on a currently inspected facility
 - c. no longer pays dues
 - d. all of the above are correct
6. Who is allowed to have life membership?
 - a. members at least 65 years of age or older
 - b. members with at least 15 years of service
 - c. DCOs at the conclusion of their term of office
 - d. No one is given life membership.
7. The status of honorary membership is awarded by the _____ and the Director for a term of _____ or a lifetime.
8. In the membership number, 014-11-03-076, the division is represented by the number:
 - a. 014
 - b. 11
 - c. 03
 - d. 076

9. In the membership number, 014-11-03-076, the flotilla is represented by the number:
- e. 014
 - f. 11
 - g. 03
 - h. 076
10. Who must sign a "transfer request within a district" before submission to the Director?
11. When transferring between districts, what is the role of the FC?
12. What conditions could deny the transfer of a member?
- a. delinquency of dues
 - b. failure to return Auxiliary or CG property
 - c. pending administrative or disciplinary procedures
 - d. any of the above
13. Considering the Administrative Actions Flow Chart, suspension or revocation of a member's qualifications is considered as a _____ action performed by the Director.

CHAPTER 4

1. The elected officer responsible for managing the flotilla is the _____.
2. The elected officer responsible for managing the division is the _____.
3. The elected officer responsible for managing the district is the _____.
4. The elected officer responsible for managing the national organization is the _____.
5. For an initial charter, a flotilla must consist of at least _____ Auxiliary members unless waived by the District Commander.
6. Authority to establish a flotilla is vested in the _____.
7. Disestablishment of a flotilla should be considered if membership falls below _____ members.
8. _____ may place a flotilla on probation, and must inform each flotilla member with the reason for probation, the probationary period, and the conditions for probation removal.
9. A recommendation for disestablishment requires a _____ majority of the division board member vote.
10. Assets of a disestablished or disbanded flotilla become the property of
 - a. the members of the disestablished flotilla
 - b. the Division
 - c. the District
 - d. the National Board
11. A flotilla detachment (is/is not) an independent unit.
12. The head of the flotilla detachment must be an elected officer. (TRUE/FALSE).
13. At a flotilla meeting, a quorum of _____ of the eligible voting members is required to conduct business unless otherwise specified in the flotilla standing rules.
14. Absentee ballots are allowed for members in good standing when voting on flotilla business. (TRUE/FALSE).
15. A division must have _____ or more flotillas unless waived by the District Commander.

16. If a division falls below 5 flotillas, what actions may be taken by the District Commander?
17. Who are the voting members of the division board?
18. When may a vice elected officer conduct a board meeting?
19. Who may vote at a board meeting in the absence of the elected unit officer or vice officer?
20. To carry a motion, what kind of vote is required?
21. Who are the voting members of the District Board?
22. The term of newly elected officers begins on _____.
23. The purpose of the "vice-officer" is to function as _____.
24. Who reports to a "vice-officer"?
 - a. elected officers at the highest level
 - b. staff-officers at the next highest level
 - c. no one has to report to a vice elected officer
 - d. staff officers at the same unit level

LESSON 3 The questions in this lesson continue with questions of Chapter 4 starting at page 4-18 in the Manual.

CHAPTER 4

1. The _____ is responsible for certifying the eligibility of elected officer and for approving election results.
2. All flotilla elections must be held by _____.
3. To be eligible for nomination to elected office, the nominees for office must have completed _____.
4. What are the requirements for FC eligibility?
5. What is the term of office for a VFC?
6. What are the eligibility requirements for a DCP?
7. How many terms are authorized for the DCP? _____.
8. What is the length of term of office for a DCO? _____.
9. How many terms are authorized for a DCO? _____.
10. What is the length of term of officer for a RCO? _____.
11. How many terms are authorized for a RCO? _____.

CHAPTER 5

1. The Auxiliary is a _____ organization established by _____ and administered by the _____.
2. Regarding U.S. code, Title 14: authorization for use of the words "Coast Guard Auxiliary" is described in paragraph _____.
 - a. 639
 - b. 822
 - c. 829
 - d. 831
3. Regarding U.S. code, Title 14: Administration of the Coast Guard Auxiliary is authorized in paragraph _____.
 - a. 639
 - b. 821
 - c. 823
 - d. 826
4. Auxiliary facilities when authorized by the Coast Guard shall be considered as vessels of the Coast Guard or a radio station of the Coast Guard according to paragraphs _____ of U.S. code, Title 14.
5. Regarding U.S. code, Title 14: travel order reimbursement is authorized by paragraph _____.
6. As a private citizen, an Auxiliarist may appear or testify in uniform without Coast Guard Approval. (TRUE/FALSE)
7. If representing the Auxiliary or appearing in uniform in an official capacity, whose approval is required? _____.
8. Membership rosters may be given to local marinas and marine stores to increase the ease of contacting people about safe boating. (TRUE/FALSE).
9. Official mail can be used to send specialty course materials to Auxiliary students. (TRUE/FALSE).
10. Official mail can be used when contacting companies interested in assisting the Auxiliary. (TRUE/FALSE).
11. Auxiliarists may contact private businesses for support of local flotillas. (TRUE/FALSE)

12. Raffles or other fund raising activities may be conducted among Auxiliary members at Auxiliary functions. (TRUE/FALSE)
13. Auxiliary units are authorized to accept the free use of space from yacht clubs and businesses in order to conduct authorized Auxiliary activities. (TRUE/FALSE)
14. Auxiliary units which are not incorporated are prohibited from owning motor vehicles, aircraft and mobile trailers. (TRUE/FALSE)
15. Use of the Coast Guard Auxiliary emblem by a commercial concern must be approved by the _____.
16. The Coast Guard Auxiliary official seal is designed for use on documents such as:
17. Auxiliarists performing Auxiliary activities supporting Auxiliary programs are considered:
 - a. assigned to duty
 - b. volunteering their time
 - c. scheduled facilitators
 - d. civilian employees
18. In the event of injury while performing vessel examinations an Auxiliarist is "covered" by:
 - a. his own insurance
 - b. no insurance since the time is volunteered
 - c. a flotilla umbrella policy
 - d. statutorily described medical or disability compensation
19. For performing scheduled Auxiliary functions, an Auxiliarist should notify the _____ and keep a written log of activity.
 - a. DCP
 - b. District Commander
 - c. appropriate elected officer or staff officer
 - d. Commanding officer of the local CG unit
20. In order to deploy an operational facility, there must be _____.
21. In the event of an accident while assigned to duty, who should be notified of facts and circumstances as soon as possible?
22. When traveling to flotilla meetings, the Coast Guard (WILL/WILL NOT) cover Auxiliarists for third party liability.

23. Public education fees can be used for all of the following EXCEPT:
- a. course material in addition to the textbook
 - b. custodial fees for room maintenance in a public building
 - c. payment to course sponsors
 - d. support of flotilla raft-ups
24. Arrangements and costs for accommodating physically challenged students in boating safety classes are:
- a. funded through the CG and coordinated by the Director
 - b. borne by the individual student
 - c. funded by the Auxiliary District
 - d. funded by a surcharge to the other student in the boating safety class

CHAPTER 6

1. Training forms are order through the _____.
2. The _____ stocks Auxiliary public education materials and receives no government funding.
3. Who reviews and approves all official Coast Guard Auxiliary public education course materials? _____.

CHAPTER 7

1. The Coast Guard Auxiliary Civil Rights Counselor is nominated by the _____ after consulting with the _____ and is submitted to the _____ for approval.
2. If a civil rights complaint cannot be handled by the local unit or the CGAUX/CRC for processing within the Auxiliary, it may be formally filed with the _____.
3. The key to preventing sexual harassment is _____.
4. Which Auxiliarists must receive training in areas of sexual harassment?
 - a. only elected officers.
 - b. District and Division elected officers and staff officers.
 - c. all Auxiliary personnel
 - d. only those who volunteer for such training.
5. Coast Guard sexual harassment training must be performed.
 - a. monthly
 - b. annually
 - c. biannually
 - d. only when a flotilla has 5 or more new members

LESSON 4

CHAPTER 8

1. To become an Auxiliary member, the applicant must pass the B.S. & S. Course with a score of 80% or higher. (TRUE/FALSE).
2. To participate in the Boast Crew Program members must have first passed or challenged the core portion of the B.S. & S. Course, S & S Course, Boating Safety Course, or U.S. Power Squadron's Public Boating or Boat Smart Course. (TRUE/FALSE).
2. To become active in the Courtesy Marine Examinations program members must have first passed or challenged the core portion of the B.S. & S. Course, S & S Course, Boating Safety Course, or U.S. Power Squadron's Public Boating or Boat Smart Course. (TRUE/FALSE).
3. For initial qualification as a VE, in addition to passing the VE qualifications examination must satisfactorily conduct ____ CMEs.
 - a. 1
 - b. 1 CME and 1 PWC safety check
 - c. 5
 - d. 10
5. To attend a National "C" school, applications are made to the _____ using the _____.
4. Coast Guard Correspondence courses are administered by the
 - a. local CG District
 - b. Headquarters at Washington D.C.
 - c. The DSO-MT
 - d. The Coast Guard Institute

CHAPTER 9

1. Reimbursable orders consider Auxiliarists are salaried employees. (TRUE/FALSE)
2. Verbal orders by a local CG unit (DO/DO NOT) need follow up in writing if there is not reimbursement, injury, damage, or mishap.
3. To attend a District Conference as a participating mission directive training leader, an Auxiliarist would be issued ____ orders.
 - a. Trip
 - b. Monthly
 - c. Patrol
 - d. Invitational
4. Reimbursable expenses allowed for operation of an Auxiliary Facility include:
 - a. electric power
 - b. food
 - c. oil
 - d. all of the above

CHAPTER 10

1. The primary difference between Auxiliary uniforms and those of CG officers is that the Auxiliary uniforms have _____.
2. When participating in activities during an ordered mission aboard an Auxiliary operational facility the uniform is optional. (TRUE/FASLE)
3. At a PE mission, members should wear different Auxiliary uniforms to get the public familiar with them. (TRUE/FALSE)
4. When members are on board a CG vessel and are assigned to duty, they shall only wear the Auxiliary member device regardless of their present office. (TRUE/FALSE)
5. Which uniform is not suitable for use with the combination cap?
 - a. undress blue - winter
 - b. dinner dress blue
 - c. blue blazer
 - d. dinner dress white
6. Which uniform is suitable for use with the garrison cap?
 - a. tropical blue long
 - b. service dress blue alpha
 - c. working blue
 - d. blue blazer
7. Which caps are authorized for wearing with the undress uniform?
 - a. blue working utility cap
 - b. dark blue unit baseball cap
 - c. CG unit baseball cap if affiliated with specific CG units
 - d. Any of the above
8. Which jacket is authorized for shoulder boards?
 - a. windbreaker
 - b. work jacket
 - c. trenchcoat
 - d. none of the above
9. What accessory coat may be worn over the Dinner Dress Blue, Dinner Dress White, and Service Dress Blue uniforms?
10. The major difference between the undress-blue summer, bravo uniform and the working blue uniform is the:
 - a. hat
 - b. shoes
 - c. shirt
 - d. trousers

CHAPTER 11

1. The award given to a member performing an assist or rescue at risk to the member's life is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit
 - c. Auxiliary Meritorious Service Award
 - d. Award of Operational Merit
2. The award for an Auxiliarist who, in performance of duty, enhanced Auxiliary goals on a District level is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit
 - c. Auxiliary Meritorious Service Award
 - d. Award of Operational Merit
3. Which of the following is NOT a Coast Guard Award?
 - a. CG Unit Commendation Award
 - b. CG Bicentennial Unit Commendation
 - c. Special Operations Service Award
 - d. DOT Gold Medal Award
4. With the exception of the Auxiliary Distinguished Service Award and the Flotilla Meritorious Achievement Award, who can make an Auxiliary award recommendation? _____.
5. In recommending an award, what must be included? _____.
6. Which Auxiliary award has no corresponding miniature medal?
7. Ribbons, miniature medals and regular devices may be worn together on the dinner dress uniforms. (TRUE/FALSE).
8. When awarded a silver letter "O" device it should be placed centered on the appropriate ribbon or miniature medal. (TRUE/FALSE)
9. The "5/16" star is authorized for _____.
10. The Auxiliary award with the highest precedence is the
 - a. Auxiliary Award of Merit
 - b. Auxiliary Distinguished Service Award
 - c. DOT Gold Medal Ribbon
 - d. Auxiliary Plaque of Merit

11. The correct manner of wearing medals and awards is described in
_____ except as noted in the Auxiliary Manual.